

4 November 1960

MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT : Scheduled Meeting

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1. A meeting of the OTR Education Committee will be held on 1 December 1960 at 1300 hours in the OTR Conference Room, Building [REDACTED]. If you cannot personally attend this meeting it is requested that you contact the writer and suggest an alternate.

(3)

2. A reaction as to adequacy, modifications, etc. is desired from each School representative to 30 September 1960 memorandum from Chief, Plans and Policy Staff on "Course Reports," particularly with reference to para. 9, "Recommendation."

(1)

3. An informal committee has been appointed by DTR to study classroom equipment for the new building. The committee is chaired by XO/TR. It is desired that each Education Committee member, where appropriate, be prepared to present the general desires and needs of his School with respect to the classroom equipment. This does not include audio-visual devices (projectors, screens, etc.) and chairs and tables, as these items are being studied separately. It would include your ideas relating to tack boards, book shelves, lecterns, etc.--those items in the classroom which lend themselves to assisting the instructor in doing a better and easier job of instructing.

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4. [REDACTED] will give an interim report on the problem of control and distribution of written training materials produced by OTR.

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(2) Briefly by [REDACTED] Educational Specialist on Teaching Machines - when? 15 Dec 60

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